BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 4: Managing an Event**
Learning aim	**A:** Explore the role of an event organiser
Assignment title	Could I be an event organiser?
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	Careers in events management are becoming popular and competitive, with events organisers producing events that range from huge music festivals to product launches for small businesses. As part of your research into your options for the future you have decided to explore the role of an event organiser and your suitability for this role. Your research into the role could include an interview with someone who has experience of organising events, and a record of the outcome in the form of an interview transcript. Your research into your suitability for this role will involve carrying out two skills audits, one for an events organiser, and one for yourself. You will use your research to produce a report.

Task 1	You will have to gather comprehensive research evidence into the role and skills of an events organiser. Your research should include: ● the tasks and procedures to be completed in organising and setting up an event ● Formats for skills audit collection including an audit of own skills ● an investigation of current legal requirements for events organisation Using this research, prepare an individual report which explains the role and skills required to be an effective events organiser. You will need to measure your suitability for this role by matching your own skills to those skills required by an event organiser. Carry out a personal skills audit that analyses your own skills, highlighting areas for development and how this might be achieved. Using the results from your skills audits, conclude your report with a full justification of how your own skills match those of an events' organiser.
Checklist of evidence required	● Evidence of research into the role and skills of an event organiser ● An individual report that includes: o the role of an event organiser o the skills required to become an effective event organiser o a personal skills audit and justification of how own skills match those of an events' organiser.

Criteria covered by this task:	
Unit/ Criteria reference	To achieve the criteria you must show that you are able to:
4/A.D1	Fully justify how own skills match those of an events organiser.
4/A.M1	Analyse own skills with those required by an event organiser, highlighting areas for development.
4/A.P2	Investigate own skills in the form of a skills audit.
4/A.P1	Explain the role and skills required to be an effective events organiser.

Sources of information to support you with this Assignment	**Websites** **https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/eventsmanager.aspx**

	https://institute-of-event-management.com/top-5-attributes-great-event-manager www.utraconline.com/resources/blog/5-most-important-event-management-skills **Above are examples of websites. Further useful resources may be found at www.edexcel.com/resources/Pages/default.aspx.**
Other assessment materials attached to this Assignment Brief	*N/A*